



**COMMUNITY DEVELOPMENT DIVISION  
FREDERICK COUNTY, MARYLAND**

*Office of the Zoning Administrator*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2572 Fax (301) 600-2309

## **IMPACT FEE WAIVER DETERMINATION**

IN ACCORDANCE WITH FREDERICK COUNTY CODE SECTION 1-22-3(E)

**Who is Eligible for an Impact Fee Waiver?** A property owner looking to build a replacement home on their property

**Should I apply if:** *My home was recently destroyed by fire - YES*  
*I am looking to build a tenant home on my property - NO*

**Applicant must provide the following information to be considered for an Impact Fee Waiver:**

1. Application letter requesting a Waiver of the Impact Fee addressed to:

**Frederick County Community Development Division  
Zoning Administration Office  
Attn: Larry W. Smith  
30 North Market Street, 1<sup>st</sup> Floor  
Frederick, MD 21701**

2. Residential Building Permit application number for the replacement dwelling  
*(Building Permit Fees are required and paid at the time of application)*

3. Demolition Permit  
*(Demolition Permit Fees are required and paid at the time of application)*  
*(Demolition permit is valid 1 year from date of approval)*

Permits obtained through: **Department of Permits and Inspections  
30 North Market Street, Frederick, MD 21701  
301-600-2313**

4. Photo of dwelling to be demolished or remaining foundation and any other buildings on the property.

5. House Location Survey or Hand Drawing with existing dwelling and proposed house location with dimensions to property lines.

6. Waiver of Impact Assessment Form  
*(Dated within 6 months of application for impact fee waiver)*

Waiver Impact Assessment Form must be obtained in-person through:

**The State Department of Assessments and Taxation  
5310 Spectrum Drive  
Suite E, Frederick MD 21703 (located behind FSK Mall)  
301-815-5350**

7. Real Property Search print-out of property  
Can be obtained through the State Department of Assessments & Taxation, via web, or Zoning Office can assist you with this)

web address: <http://dat.state.md.us> (click [Real Property Data Search under Online Services](#))

**Additional Impact Fee Waiver questions?**

**Contact:** Larry Smith, Zoning Administrator, 301-600-1491 [Lsmith1@FrederickCountyMD.gov](mailto:Lsmith1@FrederickCountyMD.gov)  
Erica Cooke, 301-600-2572, [Ecooke@FrederickCountyMD.gov](mailto:Ecooke@FrederickCountyMD.gov)

**NOTES:**

*The Impact Fee Waiver determination or a request for more information shall be completed and mailed within 15 days of application submission.*

*Impact Fees will need to be paid to Permits and Inspections before building permit application is Approved, if the Waiver Request is not granted.*

**See Checklist - other side**



# IMPACT FEE WAIVER CHECKLIST

(Internal use only) <input type="checkbox"/>	(Applicant)	<b><i>Internal Use</i></b> <b>Zoning Administration</b>
	<input type="checkbox"/> <u>Letter addressed to:</u> Frederick County Community Development Division Zoning Administration Office Attn: Larry W. Smith 30 North Market Street, 1 <sup>st</sup> Floor Frederick, MD 21701	<b>Applicant:</b>
		<b>File#:</b>
		<b>Due Date:</b>

(Internal use only) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b><u>Application Letter to Include</u></b>	
	(Applicant)	
	<input type="checkbox"/> <u>Property address</u>	
	<input type="checkbox"/> Explanation of <u>why current dwelling is to be demolished</u> or <u>reason why replacing dwelling</u>	
	<input type="checkbox"/> <u>Include the Statement</u> - " <b><i>NOT increasing the dwelling units on the property</i></b> " as justification for impact waiver.	
	<input type="checkbox"/> Explanation of <u>how the current dwelling is to be demolished</u> and <u>the proposed dates</u> at which it will be demolished?	
	<input type="checkbox"/> <u>Demolition Permit number</u>	
	<input type="checkbox"/> <u>Residential Building Permit number</u> for the replacement dwelling	
<input type="checkbox"/> Name / Address / email/ Phone # of <u>Contact person</u>		
<input type="checkbox"/> Name / Address / <u>where determination letter is to be mailed</u>		
(Internal use only) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b><u>Additional information required</u></b>	
	(Applicant)	
	<input type="checkbox"/> <u>Photo of dwelling</u> to be demolished <u>or remaining foundation</u> and any other buildings on the property	
	<input type="checkbox"/> <u>House Location Survey</u> or <u>Hand Drawing</u> showing existing dwelling and proposed location with dimensions to property lines	
	<input type="checkbox"/> <u>Waiver of Impact Assessment Form</u> completed by <u>The State Department of Assessments and Taxation</u>	
<input type="checkbox"/> <u>Real property search print-out of property</u> can be obtained from <u>The State Department of Assessments and Taxation</u> (or Zoning Office can assist you with this)		